

Ref:



Government of Trinidad and Tobago

**JOB DESCRIPTION**  
**OFFICE OF THE PARLIAMENT**

**JOB TITLE: EDITOR OF THE OFFICIAL REPORT**

**JOB SUMMARY:**

Working independently, the Editor of the Official Report directs the production of the official report of the proceedings of the House of Representatives and of the Senate and all Committee reports periodically to the Clerk of the Senate.

**REPORTS TO:**

CLERK OF THE SENATE

**SUPERVISION GIVEN TO:**

**DUTIES AND RESPONSIBILITIES:**

- Final editor of all transcripts of proceedings of the Senate, the House of Representatives and Parliamentary Committees.
- Approves suggested changes made by Members of Parliament to their contributions, in accordance with established parliamentary guidelines.
- Ensures that all procedural and other formalities are observed in the work of the Hansard Division of the Parliament.
- Verifies quotations made during debates.
- Reviews the indexes of the bound volumes of Hansard which are prepared by subordinates.
- Responsible for the overall supervision of the staff of the Unit and advises Parliamentary Head of Sections on administrative and personnel matters concerning the Hansard Division.
- Conducts in-house training of Hansard staff in consultation with the Parliamentary CAT Reporter II.
- Responds to requests for information and advice pertaining to Hansard from Members of Parliament, Government Ministries and Departments, the media, other Parliaments and regional and international organizations.
- Prepares or approves confidential staff reports on the staff of the Hansard Division.
- Prepares draft estimates of expenditure for the Hansard Division.
- Performs other related duties as may be required.

<b>KNOWLEDGE, SKILLS AND ABILITIES</b>	
<b>KNOWLEDGE :</b>	<ul style="list-style-type: none"> <li>• Considerable knowledge of Parliamentary Practice and Procedures</li> <li>• Advanced knowledge of English grammar, spelling and punctuation.</li> <li>• Working knowledge of Microsoft Word 6.0.</li> <li>• Considerable knowledge of the methods and techniques of indexing materials.</li> <li>• A sound knowledge and awareness of current affairs would be an asset.</li> </ul>
<b>SKILLS AND ABILITIES :</b>	<ul style="list-style-type: none"> <li>• The ability to prepare comprehensive reports and memoranda.</li> <li>• Skill in editing and co-relating transcripts of legislative debates and the ability to prepare composite records.</li> <li>• Ability to supervise the work of a fairly large number of persons.</li> </ul>
<b>MINIMUM EXPERIENCE AND TRAINING:</b>	
<ul style="list-style-type: none"> <li>• Considerable experience in parliamentary practice and procedure and in public administration.</li> <li>• Training as evidenced by a degree in Social Science, or a related discipline from a recognised University.</li> </ul>	